

STATEMENT OF WORK

TITLE: Assessment of Fiscal Year 2003 applications for grant assistance from the Office of American Schools and Hospitals Abroad (ASHA).

SCOPE OF WORK:

Line Item 001 – The contractor shall review and numerically score the applications received by USAID/DCHA/ASHA for consideration of FY 2003 assistance, in accordance with existing criteria and factors used to determine the strengths and weaknesses of applicants/institutions and the merits of the grantee-proposed uses of USAID funds, if grant is awarded. Approximately 64 applications are expected to be submitted for ASHA assistance. The examination will be made against ASHA program criteria as published in the Federal Register as well as additional factors such as need, impact potential, cost-efficiency and relevancy to the objectives of the program as prescribed by ASHA legislation (Section 214 of the FAA of 1961, as amended).

The contractor shall participate in the review process of the applications and shall independently assess and score (in accordance with the DCHA/ASHA established technical evaluation criteria) each submitted application.

In the evaluation process of each application, the contractor shall:

- (1) prepare the rating (in accordance with the DCHA/ASHA established technical evaluation criteria) of each application,
- (2) prepare appropriate and adequate **narrative comments corresponding to/supporting the numerical scoring** assigned by the contract for each evaluation criterion,
- (3) provide written comments on the quality of the applicant's proposed program **that support numerical scoring**, and
- (4) provide narrative comments on the applications recommended for acceptance for award potential for optimal/best use of USAID grant funds.

Line Item 0002 - In addition to the applications evaluation, rating and ranking (the main task), the contractor shall provide:

- (1) written suggestions on how to improve fairness and objectivity of the applications evaluation process, and

- (2) provide written comments on the revised grant application form, the guidelines and scoring methods and recommend refinement/changes to improve their clarity, proper/USAID intended interpretation by the applications, and the effectiveness of the evaluation process itself.

Items (1) and (2), immediately above, prepared in a concise form: one (1) original plus two (2) copies, are due together with the contractor's final report.

The contractor shall evaluate applications and prepare all required written documents using his/her own logistic support (e.g., office, computer to generate reports, etc.). The software packages that must be used to prepare rating sheets and narratives are EXCEL and WORD respectively.

At the first meeting with DCHA/ASHA scheduled to begin at 9:00 a.m. on October 1, 2002 (subject to confirmation by CTO identified in the purchase order) the contractor shall be given an initial set of applications to evaluate. The balance of applications shall be picked up by the contractor, requiring approximately 8 return trips to the DCHA/ASHA office, as well as four (4) additional trips to participate in the mid-review briefing tentatively scheduled for October 30, 2002 and the final discussions tentatively scheduled for November 25, 26, and 27, 2002 (anticipated to last a total of three full days).

Because of the need to review and exchange applications with other members of the review team during the review period, successful applicants must be in the Washington, DC metropolitan area.

DELIVERABLES/REQUIRED REPORTS:

The contractor shall submit:

1. an initial rating report submitted prior to the three-day debrief which is used as a starting point for discussions,
2. a final rating report of the quantitative and qualitative assessment of FY 2003 ASHA applications in accordance with existing criteria, factors, and procedures using EXCEL and submitted on a 3 ½" diskette with three (3) hard copies,
3. a report critiquing this evaluation which shall contain the comments for all FY 2003 applications, and
4. the final report (includes narrative and scoring for each application) prepared using WORD on a 3 ½" diskette which is to be submitted with three (3) hard copies of the report.

The ratings contained in the final rating report shall not be altered in the final report which is submitted later. The score for all applications will be identical in both reports.

It is imperative that the final score for each applicant match the narrative report for each application. If the score and the narrative do not agree with each other, the final report will be considered in non-compliance. Reviewers' recommendation whether or not to fund an application and recommendations should be consistent with the ratings and narratives. Reviewers will not make recommendations as to level of funding.

DELIVERY DATES:

The contractor will submit to DCHA/ASHA:

1. a 3 ½" diskette and three (3) hard copies of the initial ratings no later than 9:00 a.m. November 21, 2002,
2. a 3 ½" diskette and three (3) hard copies of the final ratings no later than 12:00 p.m. (noon) December 6, 2002,
3. an original plus three copies, and a 3 ½" diskette of the final report no later than 12:00 p.m. (noon) on December 16, 2002.

SELECTION CRITERIA:

Pursuant to FAR 52.212-2 and FAR 13.106-2, this selection will be conducted on a best value basis. The following selection criteria, in order of descending importance, shall be used to evaluate offers:

- Experience in hospital administration, health administration, financial management, and/or as a university president etc.
- Experience evaluating or implementing grants. Knowledge of USAID activities is highly desirable but not required.
- Background in the design of health care facilities.
- Administrative experience and background in managing overseas higher education development projects.
- A working knowledge of institutional development.
- An understanding of the U.S. policy related to implementing health programs overseas.
- Background demonstrating international experience.

- Knowledge of Microsoft WORD and EXCEL.

As technical differences among offerors become less significant, cost becomes more significant.

FAR 52.212-1 hereby applies.

Offerors are required to submit the certifications found at FAR 52.212-3. These certifications may be downloaded from www.arnet.gov.

FAR 52.212-4 hereby applies.

FAR 52.212-5 hereby applies as follows: checked FAR clauses: 52.216-24, 52.216-25, 52.222-21, 52.222-26, 52.222-35, 52.222-36, 52.222-37, 52.225-1, 52.225-13, 52.225-16, 52.232-34, 52.233-3, 52.244-6.

Technical proposal: Offerors shall submit no more than five (5) pages describing prior experience relevant to the selection criteria under FAR 52.212-2. Additionally, offerors shall submit no fewer than three (3) and no more than five (5) past performance references (names and telephone numbers) of individuals who can both verify and discuss the offerors' prior relevant experience. Offerors shall also submit a resume of no more than five (5) pages.

Cost proposal: Offerors shall submit a price for line item 0001 and a price for line item 0002.

Level of effort: Approximately 290 hours

The Government anticipates awarding up to five (5) firm fixed price purchase orders as a result of this solicitation.